

UTILITY ADVISORY BOARD
Thursday, September 18, 2014
8:00 a.m.
Grand Rapids Parking Services Conference Room
50 Ottawa NW (see map)

AGENDA

1. Approval of Minutes – July 17, 2014 (attached)
2. Public Comment on Agenda Items
3. Launch of 311 Customer Service Center
4. ACSET
 - Report - 3rd Quarter, CY2014 (attached)
 - Draft Contract (attached)
5. Add To Tax (ATT) processing for Winter 2014 Tax Roll Addition (attached)
6. Financial Report – 1st Quarter, FY2015
 - Operational Graphs
 - Treated Flow - SDS & WSS (attached)
 - Treated Flow Compared to Rainfall & Temperature - SDS & WSS (attached)
 - YTD Billed Flow - SDS & WSS (attached)
7. 2014 Rate Study
 - WSS/SDS Rate Study Fee Review/Discussion/Approval
 - Task 29 = Water Service Charges & Sewer Lateral Charges (attached)
 - Task 30 = Water Fees, Charge, and Penalties (attached)
 - Task 32 = Water/Sewer Oversizing Rates (attached)
 - WSS/SDS Rate Study Schedule Update
 - 11/13/14 = Preliminary Rate Study Notification to Customer Communities (beginning of 30-day comment period)
 - 11/20/14 = Preliminary Rate Study Review with Customer Communities
 - 12/05/14 = Customer Community Cash Contributions Due
 - 12/12/14 = End of Customer Community 30-Day Comment Period
 - 12/16/14 = Approval of Customer Community Rates and Charges Resolution
 - 12/19/14 = Rate Notification Letters Mailed to Customer Communities
 - 01/01/15 = Rate Implementation for Customer Communities
 - 01/15/15 = Delivery of Final Rate Study Books to Customer Communities
8. Contract Awards for July/August, 2014 (attached)
9. Updates:
 - a. 5-Year Extension of Water/Sewer System Agreements, due 12/5/14
 - b. E-services Launch in Utility Business Office
 - c. Rate Review Sub-Committee
10. Items from Members
11. Next Meeting – Thursday, November 20 – Grand Rapids Parking Services Conference Room
12. Adjournment

**Utility Advisory Board
September 18, 2014**

1. Call to Order:

The meeting was called to order by Eric DeLong, at 8:00 a.m. at Grand Rapids Parking Services.

2. Attendance:

Members Attending:

Tim Bradshaw (alternate)
Eric DeLong
Geri Eye
George Haga
Wayne Jernberg
Mike Lunn
Nicole Pasch (alternate)
Ed Robinette
Chuck Schroeder
Breese Stam (alternate)
Ben Swayze
Darrell Schmalzel
Joellen Thompson
Ron Woods

Others Attending:

John Allen
Nancy Meyer

Members Absent:

Mark DeClercq
Brian Donovan
Pam Ritsema
Richard Robertson
Toby VanEss
Josh Westgate

3. Approval of Minutes:

Motion 14-11: Ed Robinette, supported by Ron Woods, moved to approve the minutes of the July 17, 2014, Utility Advisory Board meeting as presented. Motion carried.

4. Public Comment: There was no public comment.

5. WSS/SDS Q4-FY

Geri Eye referred members to the information provided in the meeting materials. She noted that water's billed flow has decreased which will impact the rates. She noted that there was debt expense this year for the Water Building at Oak Industrial Drive. The decrease in labor was realized with the addition of 311, however there is an increase in costs for 311. The net is still a savings in labor costs.

In sewer, not much changed from last year so we shouldn't see much impact on rates. Billed flow is slightly down but not significantly.

6. Bond Financing Update

Geri Eye reported that the Sewer Bond refundings were approved. We refunded about \$41.5M of 2005 Sewer Bonds. We included \$15M of new money for new projects—mostly for finishing up CSO projects.

Eric DeLong noted that the net present value savings was over \$6M, or about \$300,000, per year which is very good. Joellen Thompson noted that there were some DWRP Bonds that just closed yesterday as well. There is principal forgiveness on those.

Eric DeLong noted that, at some point, we will have Jana Wallace come in and give us an overall picture of where we are as far as debt.

7. Continuing Disclosure

Geri Eye distributed an item and explained that it is really just a disclosure to this group. It has been discovered that facilities in the Water and Sewer System were among those that were shown as either water-only or sewer-only customers. Bond Covenants require that no free service be rendered so we will be making this change and will begin charging ourselves appropriately. Metering equipment will be placed as needed to bring us into compliance. Eric DeLong noted that he would like Ms. Eye to model what we think the impacts of this change will be.

Mike Lunn asked about the LMFP. Joellen Thompson noted it is listed in the memo but not in the table. They will be added for water-only as they have a septic for sewer.

8. 5-Year Extension of Water/Sewer System Agreements

Nancy Meyer referred members to the information provided in the meeting materials. She explained that we began down this path last year and then realized that we were a year early and waited until this year to ask for the extensions to be completed. These extensions should be approved sometime before December 1. Attorney Dick Went has provided a form of agreement for both retail and wholesale communities to take forward for approval. Signed copies of approved extensions should be provided to Nancy Meyer no later than December 5 for presentation to the Grand Rapids City Commission at their December 16 meeting. Electronic copies of the agreements will be sent to members for their use.

9. Contract Awards

Breese Stam referred members to the information provided in the meeting materials covering the past two months. Most of those listed are non-integrated projects. He explained the financing for the Wilson Pump Station.

Eric DeLong asked how many of the DWRP projects may be eligible for principal forgiveness. Wayne Jernberg indicated that probably about half of the projects will have rebates included.

Breese Stam reported that there are energy improvements being planned at the LMFP. This is being done through an ESCO or performance contracting. We used an ESCO at the WWTP earlier, and there will be more projects delivered in this fashion in the future if we find it works well. Mike Lunn agreed that people are using ESCO's more now to speed things up, save money, and still get the performance needed. These first two have been non-process related projects just to see how it works. We may move into some process related projects if these continue to go well.

Eric DeLong noted that he has challenged staff to be sure that all of these projects are in sync with an asset management plan. Chuck Schroeder explained how the project managers go through and look at everything and then come up with various options on improvements that can be made.

Eric DeLong asked about the projected savings. Mike Lunn indicated that the first project at the WWTP was about \$40-\$50,000 in savings per year. Joellen Thompson indicated that we are using QECB Bonds which is also new for us at the LMFP. There will also be Consumers Energy rebates on the project. Eric DeLong noted that the QECB's are a leftover from ARRA Stimulus funding. They are for projects where you can obtain a certain level of energy savings. There is just the one allocation and we don't expect there to be more.

Ron Woods noted that Kentwood did design-build on the last four projects on their facilities, and he is very impressed with the process.

10. Updates

Great Lakes Restoration Conference

Eric DeLong reported that the UAB was a sponsor of the conference. Reports were that attendees liked the area. The Wege lunch program was very poignant. Suzanne Schulz and Haris Alibasic presented at one of the sessions. Mike Lunn noted that a few staff members from Environmental Services attended the conference.

Billing Configuration Issue

Nicole Pasch reported that the Utility Business Office discovered a configuration issue that caused a discrepancy in the summer discount for water. We underbilled some customers for a total of almost \$800,000 and overbilled by about \$150,000. The amounts overbilled ranged from \$2.28 - \$56.36. The billing error was during the first billing quarter of 2013. Eric DeLong added that it happened in a previous rate study year so the rate study has already taken the impact from this. Staff is recommending that we not go back and bill those that we undercharged but that we do refund those, or credit accounts, for those that we overbilled.

We are launching 311 on October 1 so we don't want to generate a lot of phone calls right at this time so we will time the changes to the accounts with that. An item describing the event was distributed.

Nicole Pasch went on to further explain how the event occurred. A credit will be applied to accounts that were overbilled so they will see a line item credit on their next bill. We may include a letter specifically for those customers receiving a credit. We now audit this as setting the sewer cap is a manual process that needs to be watched, and the new process is now in place.

Ron Woods asked how the cap is calculated. Nicole Pasch indicated that they take the winter use and set your cap based on that for the year going forward. Chuck Schroeder noted that everyone's cap is different based on their usage. Mr. Woods noted that Kentwood just uses the previous 3 winter quarters and takes the average.

Tim Bradshaw asked why we weren't going to bill the people we underbilled. Eric DeLong noted that it happened in a previous rate study year, and the rate study didn't really lose money. If we billed them now we would be billing them for dollars that we have already recovered, and it would cause a lot of questions from residents. We feel if we overcharge we need to make that right for good customer service. Since we have achieved revenue requirements for those we didn't bill, it doesn't seem right to bill them later.

Mike Lunn noted that this was disclosed during our bond issue as well.

Members indicated they were OK with following the recommendation of staff.

E-Service Launch in Utility Business Office

Nicole Pasch reported that we are waiting for the 311 launch to give us the Ok that we can move forward with pushing our e-services to more customers. This is available and working well and they will be marketing this more soon.

ACSET

Nicole Pasch reported that, as of September 10, ACSET had about \$2,000 left and several candidates on the list. They likely are using those funds now so this won't take them through the end of the year.

Add-To-Tax (ATT)

Nicole Pasch reported that ATT is being processed now. She plans on using the October 31 date again this year.

Rate Review Sub-Committee

Eric DeLong reported that we are narrowing down on how to reduce the cost of connection. We think the best approach may be to reduce the integrated connection fee. We have also had a lot of discussion about front footage costs. Those without front footage, if you reduce the connection fee, their costs could be very competitive

with well/septic. This is 95% of our connections. Those that have front footage charges get complicated to reduce because several of these are costs that have been paid by the community. There have been discussions relative to fairness. We are still reviewing this and will come up with a recommendation. Another problem is that several of those needing to pay front footage may be in the areas that are most available for new connections.

This Friday's meeting had to be cancelled, but we will be rescheduling soon. We'll update at the October meeting, and we hope to wrap this up by the end of the year. We're trying to find a cost effective and sustainable way to get new customers. So rather than chasing them around with new water and sewer main by enlarging the USD, we feel we can incent new customers from within the current USD by lowering the cost of connection. We think this is consistent with our original goals of growth pays for growth.

FY2016-FY2020 Capital Project Budgeting – Retail Communities

Geri Eye indicated that suggestions for capital budgets should be submitted soon. These must be to Ms. Eye by October 31 so we can include them in our budgeting process which will be due in early December.

Street Work in Grand Rapids

Eric DeLong reported that the income tax increase was continued for streets. Bond financing was done to advance that work through rehabilitation of several streets. This doesn't include much at all for water/sewer. There will be more work coming in future years for water/sewer work on these projects, but they will be non-integrated and will be a revenue requirement of the City of Grand Rapids. We currently think we can do about \$15M worth of work annually which will drive significant water/sewer work. If the State comes through with additional investment, we may be able to increase that amount.

He went on to indicated that in previous Comprehensive Master Plans we have identified major facilities that need attention. This time we want to look at the more local facilities and take care of those. Wayne Jernberg noted that they are in the process of going through the master plan, and trying to find those areas that are repeat offenders as far as main breaks. These areas will be discussed with the communities as the plans are made going forward. He explained that data for the last four years is available in CityWorks and that older data is available in Access. Eric DeLong noted that it would be good to talk about asset management planning at an upcoming meeting in either October or November. Staff noted that October may be too soon, and November may be a full agenda with the rate study presentation. It was decided that we could do this in November or December. November would be before the capital budget is due in December. Mr. DeLong then suggested it might be helpful if we could all be on the same platform for asset management work. If we can get to that point, we could coordinate our development of water/sewer work with development of street facilities in all areas.

11. Items from Members

Joellen Thompson noted that they recently hired a new Field Operations Superintendent. He has worked both in water and sewer previously.

Tim Bradshaw asked for confirmation that the work on Carleton is underground work. Breese Stam confirmed that, yes, there is water/sewer work here. Mr. Bradshaw also asked that it be noted that he isn't in favor of not billing for the underbilling that occurred.

George Haga noted that Ada Twp got a rating increase to AA+.

Mike Lunn reported that Kathie Kuzawa is still off due to health issues and he's not certain when or if she will return to work. Carrie Rivette is filling in for her at this time.

Ben Swayze noted that they received plans for a hotel recently and they will receive plans for a new subdivision today.

Darrell Schmalzel noted they have started to see some development starting up in Walker. The Walker/I-96 site is heating up again. Eric DeLong noted that Grand Rapids is seeing a lot of development too. Our Development Center is having trouble keeping up. We are seeing a lot of market rate rental units on Michigan Avenue, North Monroe, downtown and some on the west side.

12. Next Meeting

The next meeting of the Utility Advisory Board is scheduled for Thursday, October 16, at Grand Rapids Parking Services Office.

Wayne Jernberg indicated that the parking expansion at the Oak Industrial Drive site is being awarded hopefully at the next City Commission meeting. Substantial completion is scheduled for this year.

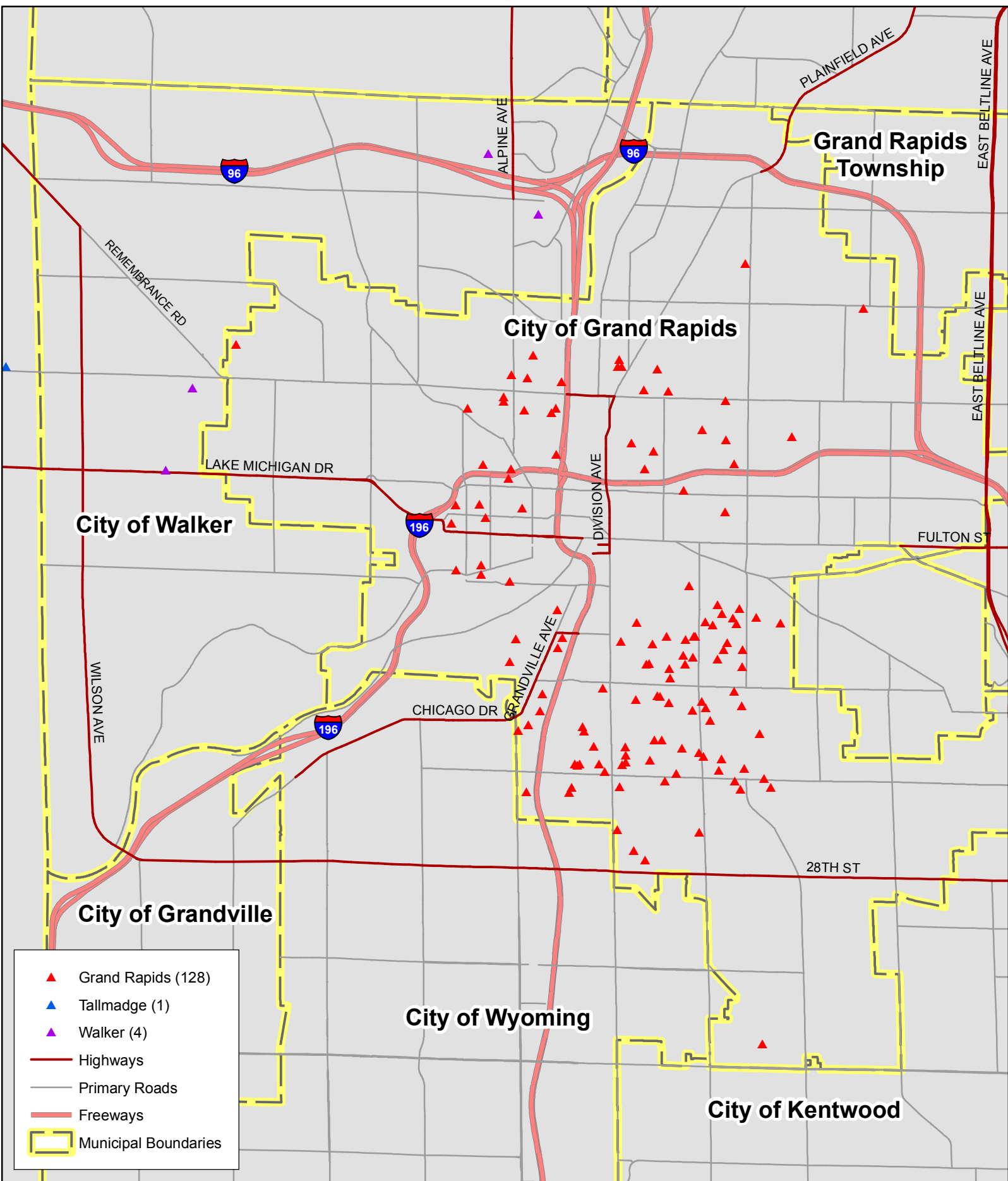
13. Adjournment

The meeting was then adjourned.

/nlm

Area Community Service Employment Training Council (ACSET)
Water/Sewer Assistance - ICBAP
Contract Years 2014 & 2013
Third Calendar Quarter - July 1 thru Sept 30

	2014		2013	
	Q3	YTD	Q3	YTD
City of Grand Rapids				
ICBAP Authorized	\$ -	\$ 148,743.00	\$ -	\$ 143,655.00
Draw Disbursement(s)	-	(148,743.00)	-	(143,655.00)
Available ICBAP Balance	\$ -	\$ -	\$ -	\$ -
ACSET				
ICBAP Authorized	\$ -	\$ 148,743.00	\$ -	\$ 143,655.00
Draw Receipt(s)	-	(148,743.00)	-	(143,655.00)
Available ICBAP Balance	\$ -	\$ -	\$ -	\$ -
Total Assistance Award(s)	\$ 55,971.47	\$ 133,637.63	\$ 8,959.98	\$ 129,292.30
Total Administrative Fee(s)	-	14,874.30	-	14,362.70
Total ICBAP Used	\$ 55,971.47	\$ 148,511.93	\$ 8,959.98	\$ 143,655.00
ICBAP Authorized	\$ -	\$ 148,743.00	\$ -	\$ 143,655.00
Total ICBAP Used	(55,971.47)	(148,511.93)	(8,959.98)	(143,655.00)
Remaining ICBAP Balance	\$ (55,971.47)	\$ 231.07	\$ (8,959.98)	\$ -
Demographic Summary				
Household(s) Served	133	338	18	290
Person(s) Served	428	1061	61	982
Average Household Size	3.22	3.14	3.39	3.39
Single Head of Family Served	65	158	7	136
Average Assistance Amount	\$420.84	\$395.38	\$497.78	\$445.84
Failed Screening Process	270	292	113	149
Denied After Completed Process	0	3	0	1
Repeat Household(s) Served	26	125	Not Available	121
Jurisdiction Summary				
Grand Rapids	128	327	16	279
Cascade Township	0	0	0	0
Grand Rapids Township	0	0	0	1
Kentwood	0	2	0	3
Tallmadge Township	1	1	0	0
Walker	4	8	2	7
Wright Township	0	0	0	0



2014 Quarter 3 – ACSET/ICBAP Clients

0 0.5 1 2 3 Miles



MEMORANDUM

CITY OF GRAND RAPIDS

DATE: October 9, 2014

TO: Utility Advisory Board Members

FROM: Nicole Pasch, Business Manager

SUBJECT: ACSET-ICB CONTRACT 2015-2017

In 2007, with the Third Amendment to Water and Sanitary Sewer Service Agreement, the City of Grand Rapids and its retail Customer Community partners agreed to include an Individual Circuit Breaker Assistance Program (ICBAP), in which 12.5% of the estimated penalty fees collected are used to support customers of the water or sewer system requiring assistance in paying their water/sewer utility bills. Throughout the duration of the ICBAP, the City has contracted with Area Community Service Employment and Training Council (ACSET) to administer the program on the City's behalf. The partnership with ACSET has been very positive, allowing the City to understand the needs of the community and collaborate with other assistance programs and leaders. ACSET's performance has been exceptional over the last seven years, helping to assist over 2,590 households.

Working in partnership with ACSET, with this renewal, effective January 1, 2015 we are recommending the following changes.

- Attachment Provision: Attachment A – Program General Framework may be revised from time to time during the contract period as mutually agreed upon and approved by the ACSET Governing Board and the Utility Advisory Board at the time of change.
- Elimination of previous attachment on Poverty Income Guidelines, as this is reviewed and changes from time to time per the State and Federal Governments and the requirements are stated in the Program General Framework
- Program General Framework Attachment was amended to incorporate a \$250.00 cap for those above 125% of poverty and a \$500 cap for those at or below 125% of poverty according to federal guidelines
- Reporting requirements were changed to meet UAB meeting document deadlines
- Contract requirement to develop education and marketing materials was added
- Minor wording changes were made for clarity

The City of Grand Rapids Water and Sewer Systems have the intent to provide quality products and services at an affordable price to all customers. There are many customers in our system that fall under poverty guidelines and may have emergency situations that require assistance to resolve. The intent of the program is to assist those persons to restore service that has been interrupted due to non-payment. The program is not intended to cover a household's water/sewer bill for an entire year's time. As we have revisited the intent of the program, we have determined that the cap setting of \$1000 in the previous Program General Framework guidelines was not meeting the intent of the program at this time.

Program funds have helped many people in the community; however, in each of the past three years the program has exhausted funds well before the calendar year renewal. We must turn away those in need during a critical time of year, when other utility bills are increasing. For this reason, we determined it was time to review the cap benefit amount that had not changed in the past seven years of the program.

The recommended provision change allowing General Framework guidelines to be amended with Utility Advisory Board and ACSET Governing Board approval will allow for the review of eligibility guideline changes throughout the contract term. If the recommended cap does not fit the program intention of meeting the needs to restore service with assistance, we can present to both boards to approve a change. The previously set cap worked for many years, but recent times have shown a need to help more people in emergency situations and hope to not turn away those in need.

	2014	2013	2012	2011	2010	2009	2008	2007
Households Served	338	290	259	474	420	356	221	232
Individuals Served	1061	982	881	1562	1337	1175	755	790
Single Head of Family Served	158	136	116	231	192	195	137	142
Average Assistance Amount	\$ 395.38	\$ 445.84	\$ 583.32	\$ 300.01	\$ 328.61	\$ 345.00	\$ 324.00	\$ 334.00
Last Disbursement Month	October	August	July	December	December	December	Expired	Expired
Funding Amount	\$ 148,743	\$ 143,655	\$ 167,859	\$ 158,006	\$ 153,160	\$ 136,652	\$ 128,979	\$ 116,000

The City of Grand Rapids works closely with ACSET to review terms and advises on funding for other assistance programs. There is a growing trend in households that run on fixed income and a common response with assistance programs is to offer more situational assistance. We have reviewed data from the Water Research Foundation related to Direct Financial Assistance Affordability Programs, specifically water/sewer bill payment assistance for low income customers and found our program to be economically feasible for administration and more generous in benefit comparison.

City of Grand Rapids average residential water and sewer quarterly bill in FY14 is \$165.54.

Recommended changes in the new contract will be presented to both the Utility Advisory Board and ACSET Governing Board in the month of November for approval.

NNP

Attachment

AREA COMMUNITY SERVICE EMPLOYMENT AND TRAINING COUNCIL – INDIVIDUAL CIRCUIT
BREAKER CONTRACT

THIS CONTRACT is approved as of January 10, 2012, by and between the CITY OF GRAND RAPIDS, a Michigan Municipal Corporation, whose principal office is located at 300 Monroe Avenue, N.W., Grand Rapids, Michigan, 49503, hereinafter referred to as the "City," and AREA COMMUNITY SERVICE EMPLOYMENT AND TRAINING COUNCIL (ACSET), a Michigan Council, whose principal office is located at 1550 Leonard Street, Northeast, Grand Rapids, Michigan 49505, hereinafter referred to as the "Contractor."

IT IS AGREED by and between the parties as follows:

I. PERIOD OF PERFORMANCE

The various activities described in this Contract are to begin on January 1, 2015 and are to continue through December 31, 2017, with adjusted funding as determined annually in the Water/Sewer Rate Study. All eligible program activities and related eligible expenses are limited to the above time period.

II. CONTRACT ACTIVITIES AND DEFINITIONS

- A. The purpose of this Contract is to provide funding for the Individual Circuit Breaker program. As a part of the Third Amendment to the Water and Sanitary Sewer Service Agreement with Customer Communities, each year up to 12.5% of the penalty fees paid by retail water and sewer customers during the prior year will be set aside to support a program to assist retail customers requiring assistance in paying their water and sewer bills. Any balance remaining at the end of the year will be returned to the fund balance to offset the next year's revenue requirements.
- B. Intake and Assessment: A face-to-face contact between Contractor's staff and an applicant. The Contractor staff conducts an analysis and a review of the client's request for assistance with the water and sewer bill and develops a service plan to resolve or ameliorate the issue. An Agency Application for Assistance with the water and sewer bill is completed, the client is assigned an Agency ID number; income

information is verified. Direct assistance with the water and sewer bill is provided by the Contractor, in addition to being referred to other appropriate resources.

III. SPECIAL CONDITIONS

- A. All clients served shall meet the poverty level eligibility criteria as provided in Attachment A.
- B. Contract funds shall be used for water and sewer bill payment assistance. An administrative fee not to exceed 10% of the available funding will be charged for Contractor's administrative and operational support.
- C. The Third Amendment to the Water and Sanitary Sewer Service Agreement with Customer Communities and the Individual Circuit Breaker Assistance Program General Framework become a part of this Contract.

IV. BUDGET AND METHOD OF PAYMENT

- A. Funding provided for assistance given to retail customers under this Contract and the administration of this funding, shall be provided by the City to the Contractor on an as requested basis, and based on the available funds, in the amount not to exceed 12.5% of the penalty fees paid by retail water and sewer customers during the prior year.
- B. The City shall furnish advances to the Contractor on an as requested basis after the submission and approval of required documentation based upon prior request period activities.
- C. To request funding, the Contractor shall submit the Request for Payment according to prescribed City procedures.
- D. The Contractor shall report quarterly on the program assistance and the number of clients served to the City. This report is due by the first Monday at close of business after each quarter, with the first report due on April 6, 2015.

- E. The Contractor shall work with the City on development of program education and marketing outreach materials to be inserted in utility bills on a one-time basis per contract term.

V. LIST OF CONTRACT ATTACHMENTS

1. Attachment A – Individual Circuit Breaker Assistance Program General Framework
2. Attachment B – Insurance and/or Indemnity Clause
3. Attachment C – Third Amendment to Water and Sanitary Sewer Service Agreement with Customer Communities

VI. ATTACHMENT PROVISION

Attachment A – Program General Framework may be revised from time to time during the contract period as mutually agreed upon and approved by the ACSET Governing Board and the Utility Advisory Board at the time of change.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the day and year first above written.

CITY OF GRAND RAPIDS, a Michigan Municipal Corporation

By: _____

George K. Heartwell
Mayor

AREA COMMUNITY SERVICE EMPLOYMENT AND
TRAINING COUNCIL, a Michigan Council

By: _____

Jacob Maas
Executive Director

Attest: _____

Darlene O'Neal
City Clerk

ATTACHMENT A:

ACSET

Individual Circuit Breaker Assistance Program General Framework

Effective 1/1/2015

Eligibility Requirements:

- For the amount allocated each year, at least 85% of funds distributed must be to applicants at or below 200% of poverty level and up to 15% of funds may be distributed at 250% of poverty level in accordance with annually adjusted Federal Poverty Income Guidelines as established by the Federal Government and implemented on effective date. Income is calculated 30 days forward including the date of application. The determination of eligibility must be completed each time a client requests service, providing the client has not been determined eligible within the prior 30 days. The applicant must be 100% property owner (100% Principal Residence Exemption on the Tax Bill) or legal tenant and must live at the address for which the water bill is issued.
- Assistance does not apply to non-residential properties.
- Applicants may be sent to the Department of Human Services for Water/Sewer Bill Assistance.
- Applicant must be a user of the Water System and/or Sewer System within the City of Grand Rapids and Customer Communities as described in Third Amendment to the Water and Sanitary Sewer Service Agreement with Customer Communities. "Customer Communities" include the following: Cascade Charter Township (Kent County, Michigan, a Michigan charter township), Grand Rapids Charter Township (Kent County, Michigan, a Michigan charter township), parts of City of Kentwood (Kent County, Michigan, a Michigan municipal corporation), Tallmadge Charter Township (Ottawa County, Michigan, a Michigan charter township), the City of Walker (Kent County, Michigan, a Michigan municipal corporation), Wright Township (Ottawa County, Michigan, a Michigan general law township).
- The applicant must have a utility payment responsibility. Assistance will be issued on a first come, first serve basis by appointment.
- The applicant must provide a copy of the City of Grand Rapids Water and Sewer Utility bill in applicant's name.
- The applicant must be in shut-off status and/or service must be off.
- If unemployed, the client will be referred to the MI Works Employment Service Center. Proof of registration is not required.

- Funds may be used for households whose emergency needs exceed State Emergency Relief (SER) payment maximums and for households who have not met required payments.
- Funds should be coordinated with local agencies, to the extent possible.
- Funds may be available on a one time basis, subject to individual case evaluation, not to exceed \$250.00 for those above 125% poverty level and \$500 for those at or below 125% of poverty level according to Federal Poverty Income Guidelines as established by the Federal Government and implemented on effective date per calendar year per single household. In special hardship cases a household may be considered for additional funds, which cases shall be reviewed with the City prior to fund distribution.

Eligible Activities: Payment of water and/or sewer bills.

Ineligible Activities: Cannot pay reconnect fees or deposits.

*It is the intent of this program that payments are made only if they resolve the household's emergency. Payment will only be authorized when the payment will restore or continue the household's water service for at least 30 days.

ATTACHMENT B:

INSURANCE AND/OR INDEMNITY CLAUSE

I. INDEMNITY

The Contractor shall indemnify, defend, and hold harmless the City of Grand Rapids (hereinafter "City"), its officers, agents and employees from any claim, liability, loss, injury or damage arising out of, or in connection with, the negligent performance of this Agreement by Contractor and/or its agents or employees or subcontractors, excepting only loss, injury or damage caused by the negligence or willful misconduct of City employees.

II. INSURANCE

Without limiting the Contractor's indemnification of City, the Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

A. Limits of Insurance

Contractor shall maintain limits no less than:

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. If a Commercial General Liability or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Workers' Compensation and Employers Liability: Statutory Workers' Compensation limits and Employers Liability limits of \$500,000 per accident.
4. Professional Liability: \$1,000,000 each occurrence/aggregate minimum limit per claim. Professional Liability, including limited contractual liability coverage, covering liability arising out of any negligent act, error, mistake or omission in the performance of Contractor's services under this Agreement. This coverage shall be maintained for a minimum of two (2) years following completion of this Agreement. This coverage may be written on a "claims made" basis, if so, please see special provisions in Section C.

B. Self-Insured Retention

Any self-insured retention in excess of \$10,000 shall be declared to and approved by the City. To apply for approval for a level of retention in excess of \$10,000 the Contractor shall provide a current financial statement documenting the ability to pay claims failing within the self-insured retention. At the option of the City, either: the insurer shall reduce or eliminate such self-insured retention as respects City, its officers, officials, employees and volunteers; or the propose/bidder shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

C. Claims Made Provisions

If coverage is written on a "claims made" basis, the Certificate of Insurance shall clearly state so. In addition to all over coverage requirements, such policy shall provide that:

1. The policy shall be in effect as of the date of this Agreement and the retroactive date shall be no later than the date of this Agreement.
2. If any policy is not renewed or the retroactive date of such policy is to be changed, the Contractor shall obtain or cause to be obtained the broadest extended reporting period coverage available in the commercial insurance market. This extended reporting provision shall be of at least two (2) years.
3. No prior acts exclusion to which coverage is subject that predates the date of this Agreement.
4. Policy allows for the reporting of circumstances or incidents that might give rise to future claims.

D. Other Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability
 - a. City, its officers, officials, employees and volunteers are to be covered as insured as respects: liability arising out of activities performed by or on behalf of the Contractor, including City's general supervision of the Contractor; products and completed operations of the Contractor and its subcontractors; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractors. The coverage shall contain no special limitations on the scope of protection afforded to City, its officers, officials, employees, or volunteers.

- b. The Contractor's insurance coverage shall be primary insurance as respects City, its officers, officials, employees, and volunteers, Any insurance or self-insurance maintained by City, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
 - c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to City, its officers, officials, employees, or volunteers.
 - d. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
2. Workers' Compensation and Employers Liability

The insurer shall agree to waive all rights of subrogation against City, its officers, officials, employees, and volunteers for losses arising from work performed by the Contractor and its subcontractors for City.

E. Acceptability of Insurers

Insurance and bonds are to be placed with insurers with a Best's rating of no less than A-, unless specific prior written approval has been granted by City.

F. Certificates of Insurance

Contractor shall furnish City with a Certificate of Insurance. The certificates for each insurance policy are to be signed by an authorized representative of that insurer. The certificates will be issued on a standard ACORD Form or something substantially similar thereto.

The certificates will (1) identify the underwriters, the types of insurance, the insurance limits and the policy term, (2) specifically list the provisions enumerated for such insurance in Sections B and C. above, and (3) in the "Certificate Holder" box include:

City of Grand Rapids, Michigan
Attention: Risk Management
300 Monroe Avenue NW
Grand Rapids, MI 49503

All certificates are to be received and approved by City before work commences. City reserves the rights to require complete, certified copies of all required insurance policies, at any time.

Each insurance policy required by this Exhibit shall provide that if the policy is canceled or coverage reduced, such cancellation or reduction shall not be effective for 30 days,

except for non-payment of premium which shall be 10 days, after receipt by City of written notice of such cancellation or reduction.

III. MAINTENANCE OF INSURANCE

If Contractor fails to maintain such insurance as is called for herein, City, at its option, may suspend payment for work performed and/or may order the Contractor to suspend work at Contractor's expense until a new policy of insurance is in effect.

ATTACHMENT C:

EXECUTION COPY
Retail

10/20/06 RAW

**THIRD AMENDMENT TO
WATER AND SANITARY SEWER SERVICE AGREEMENT**

between the

**CITY OF GRAND RAPIDS
(the "City")**

and

**CASCADE CHARTER TOWNSHIP,
GRAND RAPIDS CHARTER TOWNSHIP,
CITY OF KENTWOOD,
TALLMADGE CHARTER TOWNSHIP,
CITY OF WALKER, and
WRIGHT TOWNSHIP
(individually a "Customer Community" and
collectively the "Customer Communities")**

**THIRD AMENDMENT TO WATER AND
SANITARY SEWER SERVICE AGREEMENT**

THIS THIRD AMENDMENT TO WATER AND SANITARY SEWER SERVICE AGREEMENT made and executed as of this 1st day of December, 2006 (hereinafter referred to as the "Third Amendment"), by and between the **CITY OF GRAND RAPIDS**, Kent County, Michigan, a Michigan municipal corporation (hereinafter referred to as the "City"), and **CASCADE CHARTER TOWNSHIP**, Kent County, Michigan, a Michigan charter township, **GRAND RAPIDS CHARTER TOWNSHIP**, Kent County, Michigan, a Michigan charter township, the **CITY OF KENTWOOD**, Kent County, Michigan, a Michigan municipal corporation, **TALLMADGE CHARTER TOWNSHIP**, Ottawa County, Michigan, a Michigan charter township, the **CITY OF WALKER**, Kent County, Michigan, a Michigan municipal corporation, and **WRIGHT TOWNSHIP**, Ottawa County, Michigan, a Michigan general law township (hereinafter referred to individually as a "Customer Community" and collectively as the "Customer Communities").

RECITALS

A. The City and the Customer Communities have entered into a Water and Sanitary Sewer Service Agreement dated as of January 1, 1999 (the "Agreement"), for the provision of public water and/or sanitary sewer service to Users within certain designated service areas on a retail basis.

B. The City and the Customer Communities who have executed this Third Amendment have determined to (i) amend Section 2 of the Agreement to permit public water and/or sanitary sewer service to be provided within an Urban Utility Boundary of a Customer Community by another provider if there are good engineering reasons to do so, (ii) amend Section 5 of the Agreement or provide for individual and City/Customer Community circuit

breaker rates and to provide for rate smoothing within the City and/or a Customer Community and (iii) amend Section 21 of the Agreement permitting the extension of the limits of the boundary of the Utility Services District of a Customer Community beyond the limits of the Urban Utility Boundary of the Customer Community into an adjoining municipality if there are good engineering reasons to do so.

NOW, THEREFORE, in consideration of the respective representations and agreements contained herein, the parties hereto agree as follows:

Section 1. Amendment to Section 2 of Agreement. The first sentence of the first paragraph of Section 2 of the Agreement is amended to read as follows:

Subject to the right of the City and a Customer Community or the right of Customer Communities to enter into a "border-line street" agreement to serve an area along a common border line from one municipality or the other, the City and Customer Communities agree that the City shall be the exclusive provider of public water and sanitary sewer service within the Urban Utility Boundary within each of their boundaries and that such water and sanitary sewer service shall be supplied directly to Users on a retail basis, provided, however, at the request of a Customer Community and approval of the Utility Advisory Board and the City Manager, service may be provided by a provider other than the City upon demonstration that there are good engineering reasons for doing so.

Section 2. Amendment of Section 5 of Agreement. Section 5 of the Agreement is amended by the addition of the following subsections F, G and H:

Section 5.

F. Individual Circuit Breaker. Beginning with the Rate Study for rates and charges to be effective for the 2007 calendar year, the Rate Setting Methodology used to annually establish rates and charges of Users of both the Water System and Sewer System is amended to permit an amount not to exceed 12.5% of the estimated penalty fees to be collected in a Rate Study year for the Water System and Sewer System, respectively, to be used to support a program aimed at addressing those Users of the Water System or Sewer System within the City and retail Customer Communities requiring assistance in paying such rates and charges. Any amount set aside for such program shall not be applied as a credit against the revenue requirement of such Water System and Sewer System in that Rate Study year.

The program to be utilized along with the agency(ies) administering it shall be approved by the Utility Advisory Board. The Utility Advisory Board shall also annually approve the amount of penalty fees of the Water System and Sewer System, respectively, to be made available for the program in a Rate Study year subject to the limitation set forth in the first paragraph of this Section 5.F.

Any penalty fees allocated to the program for a Rate Study year and not utilized shall be applied as a credit against the Water System and Sewer System revenue requirements, respectively, for the immediately succeeding Rate Study year.

G. City and Customer Community Circuit Breaker. Beginning with the Rate Study for rates and charges to be effective for the 2007 calendar year, the Rate Study Methodology used to annually establish rates and charges of Users of both the Water System and Sewer System is amended to permit an amount not to exceed 87.5% of the estimated penalty fees to be collected in a Rate Study year for the Water System and Sewer System, respectively, to be used to reduce the projected rate increase in such Rate Study year of the City and retail Customer Communities (collectively, the "Retail Communities") who in any given Rate Study year exceed the average projected percentage increase (or decrease) in rates for all customer communities (wholesale and retail) in such Rate Study year for the Water System and Sewer System, respectively. Any amount so utilized shall not be applied as a credit against the revenue requirement of such Water System and Sewer System in that Rate Study year.

To the extent penalty fees are available in a Rate Study year, such funds shall be applied as a credit against the revenue requirement of those Retail Communities whose projected percentage increase of Water System rates or Sewer System rates in a Rate Study year exceed the average projected percentage increase (or decrease) in rates of the Water System or Sewer System, respectively, of all customer communities (wholesale and retail) so that the projected percentage rate increase of such affected Retail Communities does not exceed the average projected percentage increase (or decrease) of Water System and Sewer System rates, respectively, of all customer communities (wholesale and retail) in such Rate Study year.

If there are not sufficient penalty fees available in a Rate Study year to reduce the projected percentage increase in rates of all affected Retail Communities of the Water System and Sewer System, respectively, to the average projected percentage rate increase (or decrease) of all customer communities (wholesale and retail) in such year, the credit to be applied to the revenue requirements of the affected Retail Communities shall be on an equal pro rata basis (Example: If \$100,000 is available to credit and there are 3 Retail Communities above the average projected percentage increase – one requiring \$100,000, one requiring \$75,000 and one requiring \$50,000 to get down to the average projected rate increase of all Retail Communities; each would be assigned 44.44% of available funds to credit against their respective revenue requirement,

i.e., the first Retail Community is credited with \$44,444, the second Retail Community is credited with \$33,383 and the third Retail Community is credited with \$22,222).

Any penalty fees available for a Rate Study year to reduce projected percentage rate increases and not utilized shall be applied as a credit against the Water System and Sewer System revenue requirement, respectively, for the immediately succeeding Rate Study year.

H. Rate Smoothing. At the request of the City or a retail Customer Community and upon approval of the Utility Advisory Board, the City or retail Customer Community may lessen the impact of future Water System or Sewer System rate increases caused by significant project-specific capital improvement projects of the Water System and Sewer System, respectively, provided certain criteria, as hereinafter set forth, is met. For an approved eligible project, the City or affected retail Customer Community shall be entitled to add to the revenue requirement of the City or the affected retail Customer Community an amount in each applicable Rate Study year equal to the amount such eligible project would add to the revenue requirement of the City or affected retail Customer Community when it is placed in service divided by the number of Rate Study years between the time when such eligible project is scheduled, budgeted or financed as established by the Utility Advisory Board and the date for the eligible project is projected to be placed in service (Example: An eligible project is projected to add \$5,000,000 to the City's or other retail Customer Community's revenue requirement in the Rate Study year that it is placed in service. It will take 5 years to complete the project. Upon approval of the Utility Advisory Board, \$1,000,000 may be added to the revenue requirement of the City or affected Customer Community in each of the 5 applicable Rate Study years).

The additional amounts collected from Water System or Sewer System Users, respectively, of the City or the affected retail Customer Community shall be separately identified in the accounting records of the Water System or Sewer System and invested in accordance with the investment policies for revenues of the Water System and Sewer System. When the eligible project is completed and placed in service and therefore added to the City's or affected retail Customer Community's rate base in accordance with the Rate Setting Methodology, such collected funds and the investment income thereon shall be applied as a credit against the revenue requirement of the City or affected retail Customer Community in such Rate Study year and subsequent Rate Study years as shall be determined and approved by the Utility Advisory Board to lessen the impact of the increase of rates in such Rate Study year(s).

The following criteria shall be used by the Utility Advisory Board to make a determination that a capital improvement is an eligible project pursuant to this Section 5.H:

1. The project must be specific and identifiable.

2. The project must be estimated to take at least 3 or more years to complete including scheduling, budgeting and financing and place in service.

3. The increase in the revenue requirement caused by the project when it is placed in service must be projected to increase rates of Users by 10% or greater.

4. The project must be one that is being undertaken for environmental or capacity reasons, to address pressure inadequacies, to improve system reliability or to comply with State or federal laws and related regulations and shall not be one which is primarily for the purpose of expanding the service to obtain or attract new users except within a Utility Services District.

Any increase in rates caused by the application of the provisions of this Section 5.H. shall not be taken into consideration in the determination of the projected percentage rate increases of the City and other retail Customer Communities when applying the provisions of Section 5.G. hereof.

Section 3. Amendment to Section 21 of Agreement. Section 21 of the Agreement is amended by adding the following paragraph at the end of such Section:

Upon request of a Customer Community and approval of the Utility Advisory Board and the City Manager, the boundaries of the Utility Services District of such Customer Community may extend beyond the limits of the Urban Utility Boundary of the Customer Community and into an adjoining municipality who may or may not be a Customer Community provided the requesting Customer Community demonstrates that there are good engineering reasons for doing so. For purposes of applying the other provisions of this Agreement such area once approved shall be deemed to be a part of such Customer Community's Utility Services District.

Section 4. Definitions. All terms not specifically defined in this Third Amendment shall have those meanings as defined in the Agreement.

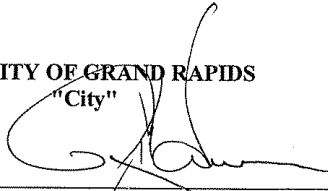
Section 5. Ratification of Agreement. Except as amended by this Third Amendment and a First Amendment to Water and Sewer Service Agreement dated as of March 28, 2000, and a Second Amendment to Water and Sewer Service Agreement dated as of July 1, 2002, both between the City and the Customer Communities, the Agreement is in all other respects hereby ratified and confirmed.

Section 6. Effective Date. This Third Amendment shall be effective as of the date set forth in the first paragraph hereof.

IN WITNESS WHEREOF, the City and the Customer Communities have caused these presents to be signed by their respective duly authorized officers as of the day and year first written above.

CITY OF GRAND RAPIDS
"City"

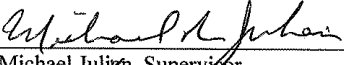
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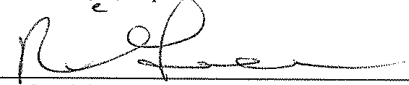

George K. Heartwell, Mayor

Attest: 
Mary Therese Hegarty, City Clerk

CASCADE CHARTER TOWNSHIP
"Customer Community"

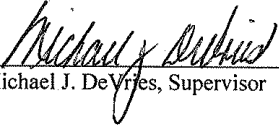
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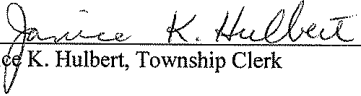

Michael Julian, Supervisor


Ron Goodyke, Township Clerk

GRAND RAPIDS CHARTER TOWNSHIP
"Customer Community"

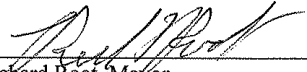
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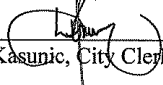

Michael J. DeVries, Supervisor


Janice K. Hulbert, Township Clerk

CITY OF KENTWOOD
"Customer Community"

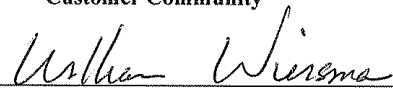
Executed: 1/31/07, 2006

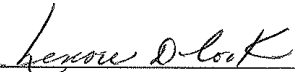

Richard Root, Mayor


Dan Kasunic, City Clerk

TALLMADGE CHARTER TOWNSHIP
"Customer Community"

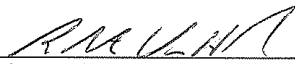
Executed: 2-8-07, 2006

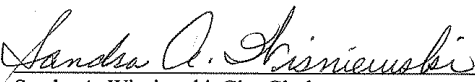

William Wiersma, Supervisor


Lenore Cook, Township Clerk

CITY OF WALKER
"Customer Community"

Executed: 2-17-07, 2006

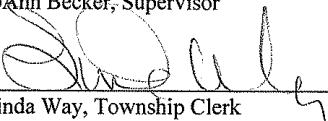

Robert VerHeulen, Mayor


Sandra A. Wisniewski, City Clerk

WRIGHT TOWNSHIP
"Customer Community"

Executed: 2/11/07, 2006


JoAnn Becker, Supervisor


Linda Way, Township Clerk

MEMORANDUM

CITY OF GRAND RAPIDS

DATE: October 8, 2014

TO: Utility Advisory Board Members

FROM: Nicole Pasch, Business Manager

SUBJECT: ADD TO TAX PROCESSING

The City of Grand Rapids Utility Business Office has been processing accounts that are delinquent six months or more and are eligible to be added to tax. The accounts have been sent an add-to-tax (ATT) letter with a bill payment coupon attached and an educational insert on ATT information. The customers are referred to the website www.grcity.us/addtotax for additional information.

The customer community accounts will have the opportunity to pay the balance at the City of Grand Rapids' City Hall through October 31, 2014. Payments after this date must be made at the local community.

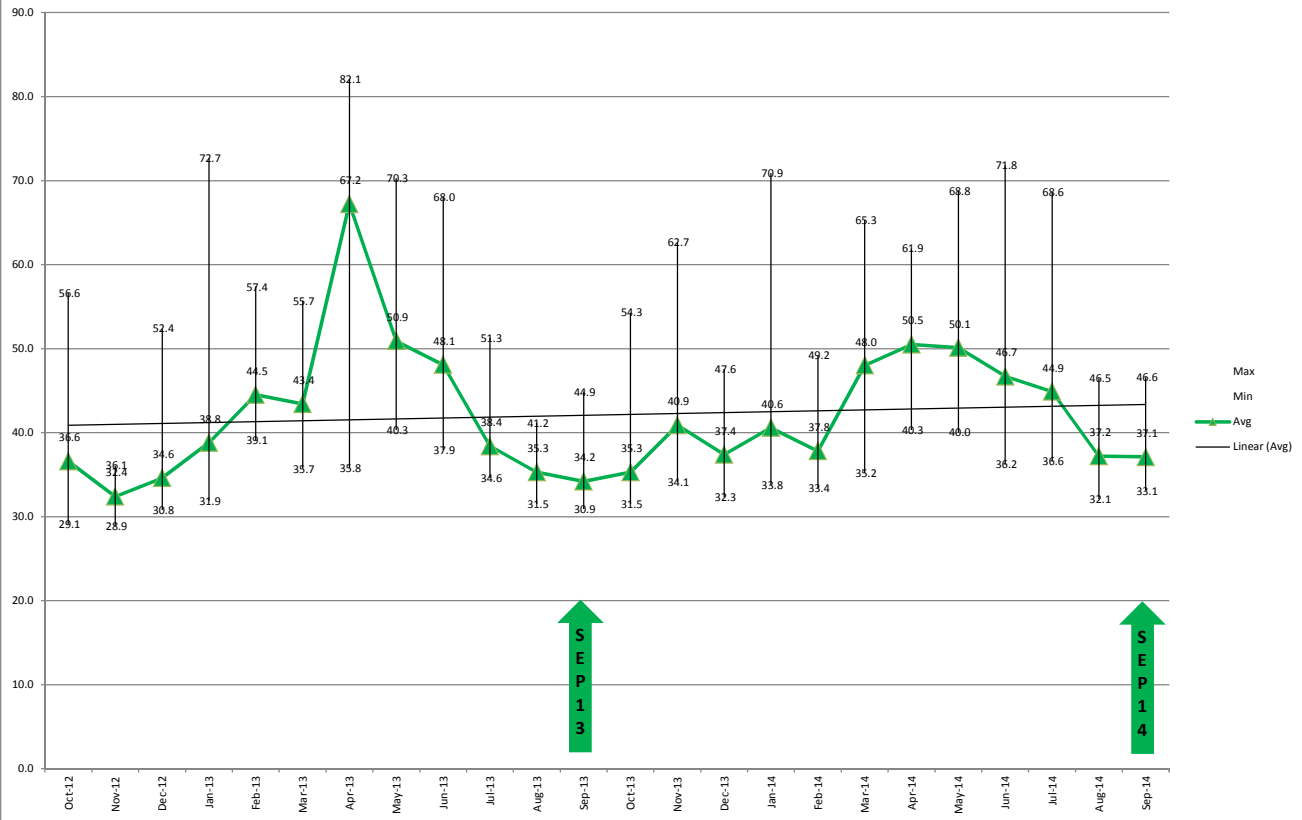
On November 1, 2014 each customer community will receive a certified list of accounts that need to be added to the tax bills, a formal letter, and an invoice for the transferred debt amount.

Each customer community representative can be provided with access to Webview, our online service that allows you to see an exact image of the letter mailed to the account. If you would like to setup an account or multiple accounts, please contact me at npasch@grcity.us.

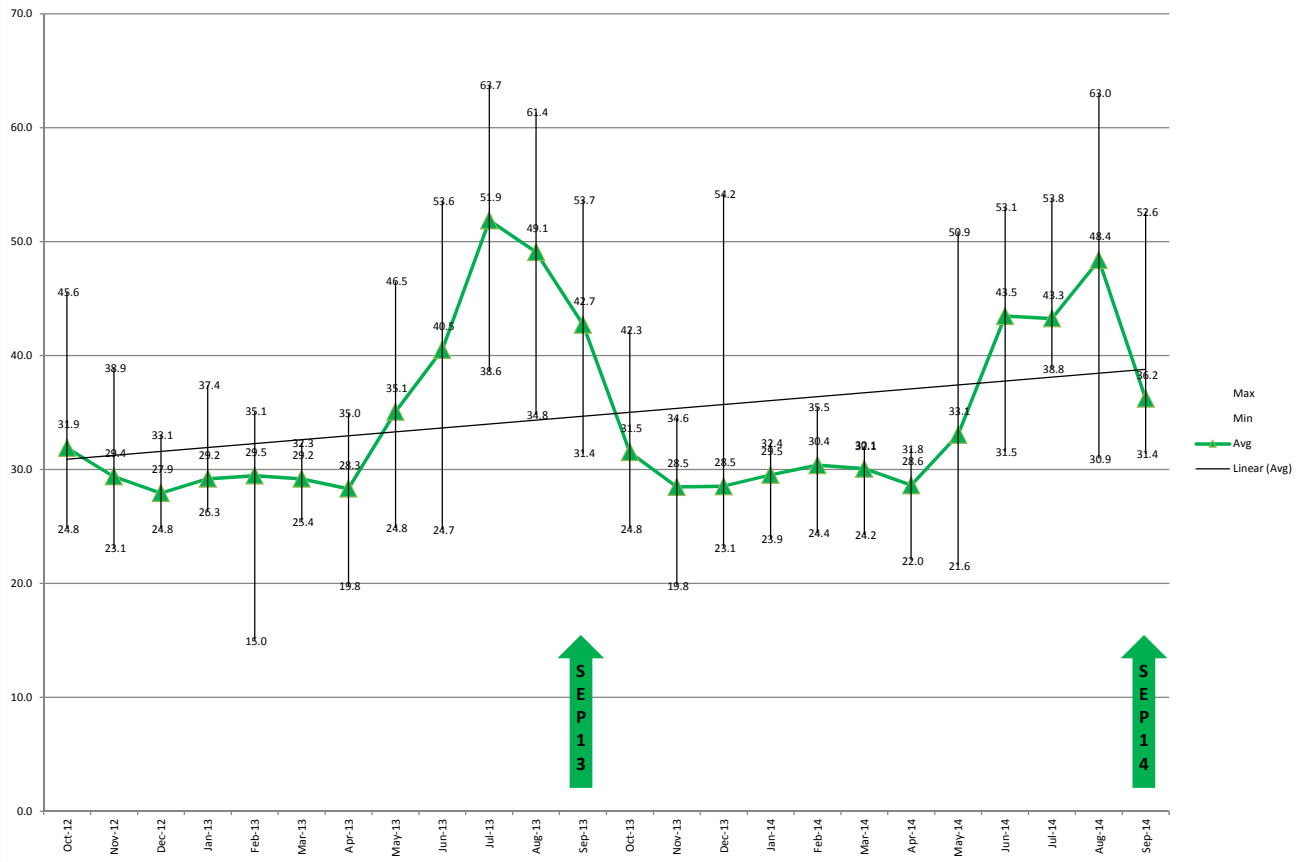
We had a good experience with the process last year and hope to duplicate our success.

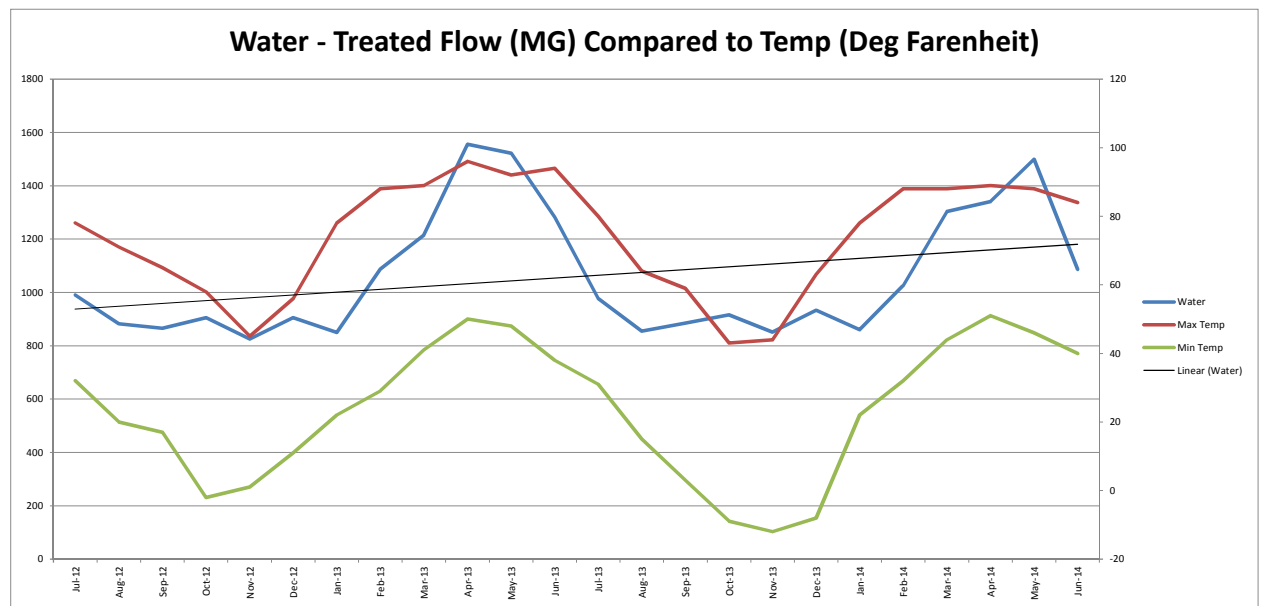
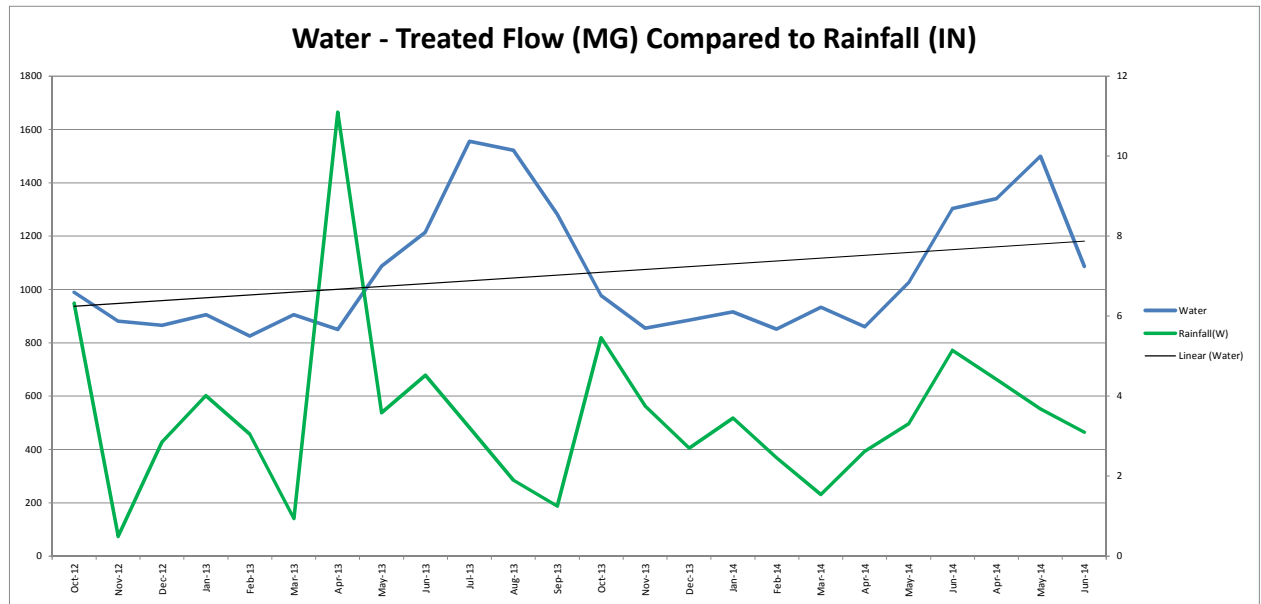
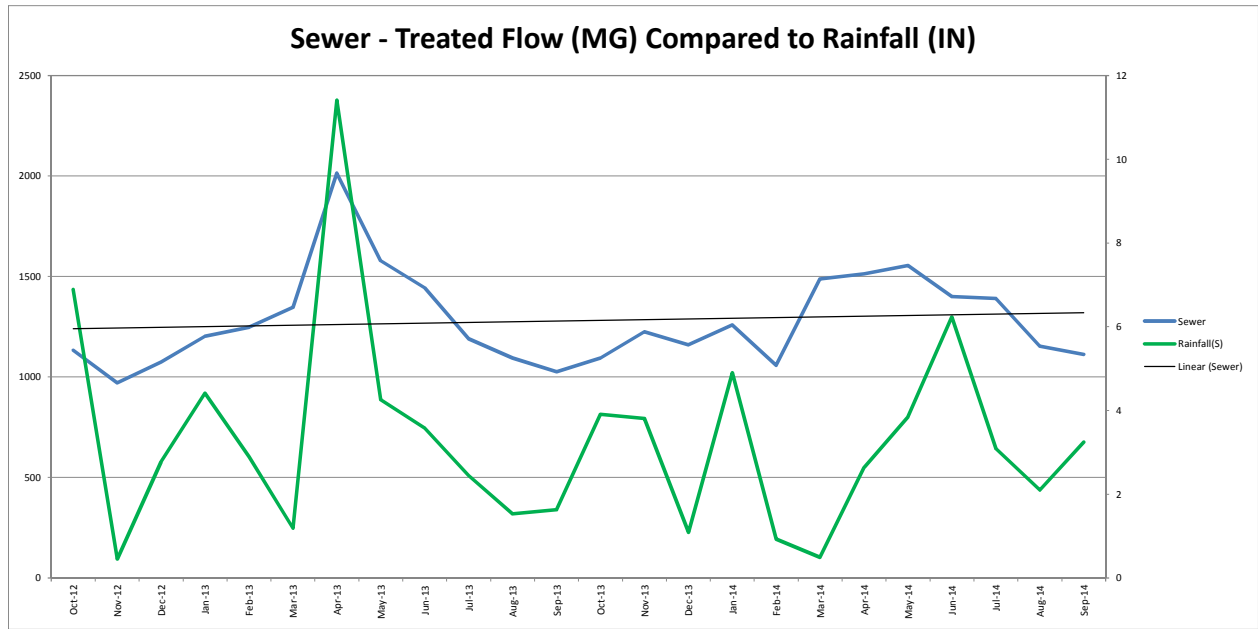
NP

Sewer - Treated Flow (MGD)

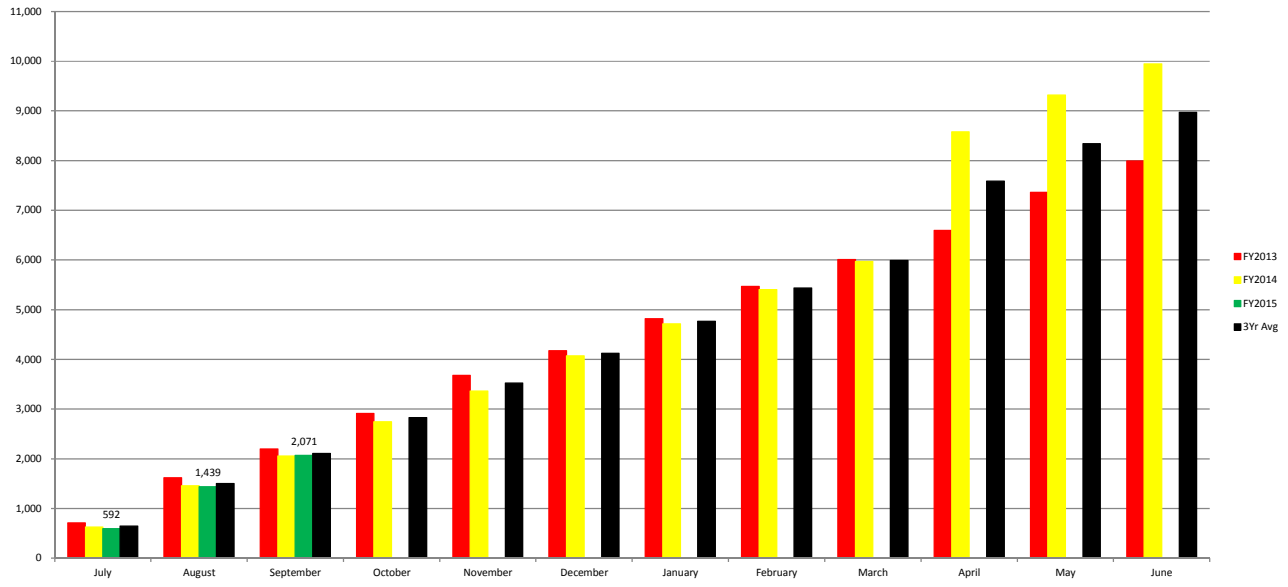


Water - Treated Flow (MGD)

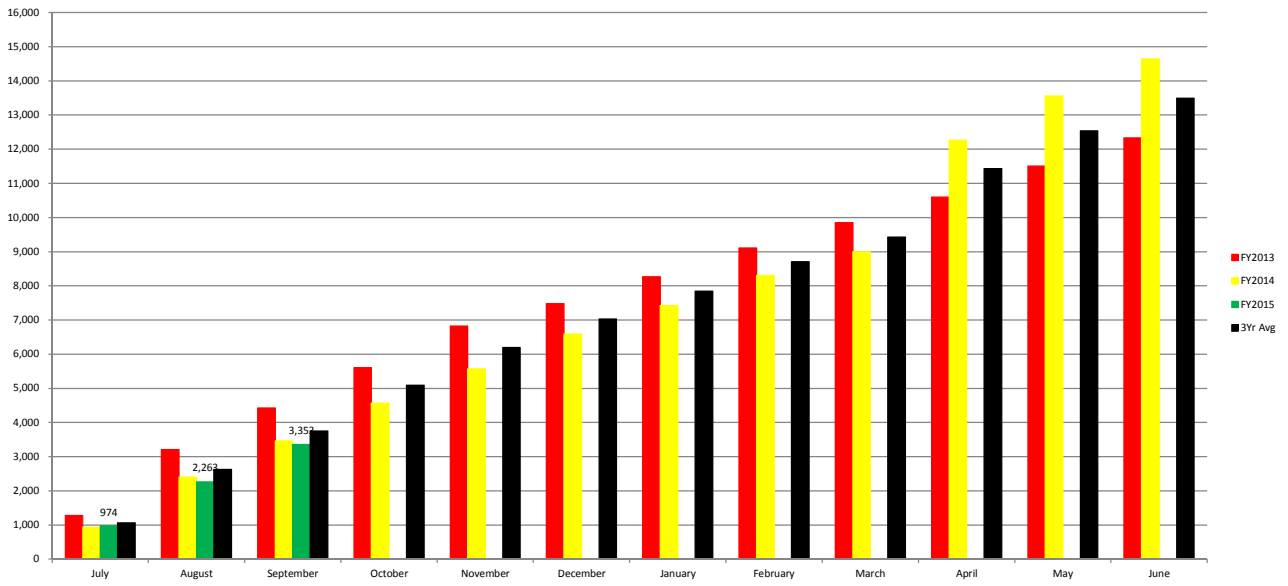




Sewer - YTD Billed Flow (MG)



Water - YTD Billed Flow (MG)



WATER RATE STUDY
WATER SUPPLY SYSTEM FUND
EVALUATE WATER SERVICE CHARGES
TASK NO. 29

The City Engineer's Office has evaluated the cost for water services and recommends the following water service charges:

		<u>50 Ft. R.O.W.</u>	<u>60 Ft. R.O.W.</u>	<u>66 Ft. R.O.W.</u>	<u>80 Ft. R.O.W.</u>	<u>100 Ft. R.O.W.</u>
Cost for 1" Water Service	2014	\$ 2,250	\$ 2,600	\$ 2,800	\$ 3,200	\$ 3,900
	2015	\$ 2,300	\$ 2,650	\$ 2,800	\$ 3,250	\$ 3,900
Cost for 1-1/2" Water Service	2014	\$ 3,100	\$ 3,500	\$ 3,750	\$ 4,400	\$ 5,200
	2015	\$ 3,000	\$ 3,400	\$ 3,600	\$ 4,200	\$ 4,900
Cost for 2" Water Service	2014	\$ 3,550	\$ 3,900	\$ 4,300	\$ 4,800	\$ 5,800
	2015	\$ 3,700	\$ 4,000	\$ 4,300	\$ 4,800	\$ 5,700

The percent increases of the water service pipe charges are as shown below:

	<u>50 Ft. R.O.W.</u>	<u>60 Ft. R.O.W.</u>	<u>66 Ft. R.O.W.</u>	<u>80 Ft. R.O.W.</u>	<u>100 Ft. R.O.W.</u>
Increase for 1" Water Service	2.22%	1.92%	0.00%	1.56%	0.00%
Increase for 1-1/2" Water Service	-3.23%	-2.86%	-4.00%	-4.55%	-5.77%
Increase for 2" Water Service	4.23%	2.56%	0.00%	0.00%	-1.72%

SEWER RATE STUDY
SEWAGE DISPOSAL SYSTEM FUND
EVALUATE SEWER LATERAL CHARGES
TASK NO. 29

The City Engineer's Office has evaluated the cost for a six inch (6") sanitary sewer lateral and recommends that sewer lateral costs should be as follows:

<u>R.O.W. WIDTH</u>	<u>COST FOR 6-INCH LATERAL</u>		
	<u>2014</u>	<u>2015</u>	<u>% Increase</u>
50 ft.	\$2,400	\$2,300	-4.17%
60 ft.	\$2,850	\$2,750	-3.51%
66 ft.	\$3,100	\$3,000	-3.23%
80 ft.	\$3,650	\$3,600	-1.37%
100 ft.	\$4,500	\$4,400	-2.22%

MEMORANDUM

CITY OF GRAND RAPIDS

DATE: September 11, 2014

TO: Geri D. Eye
Utility Financial Officer

FROM: Nicole N. Pasch, Business Manager

SUBJECT: 2014 Water Rate Study - Task #30

Miscellaneous rates and charges contained within the Water System Rules and Regulations have been reviewed with staff.

The following are recommended changes:

- Tapping Permits changed to one fee of \$250.00 for all sizes
- Meter Testing Fee: 5/8" & 3/4" increased to \$100.00
- Meter Testing Fee: 1" up to 2" increased to \$200.00
- Meter Testing Fee: 2" up to 3" increased to \$300.00
- Meter Testing Fee: 3" increased to \$400.00
- Meter Testing Fee: Larger than 3" changed to Cost
- Security Deposit information was updated to FY14 figures and rounded for easier transaction purposes
- Water Inspection Permit (each inspection within the City) was increased to \$45.00
- Water Inspection Permit (each inspection outside of the City) was increased to \$60.00
- Sanitary Service Line Inspection Permit (each inspection within the City) was increased to \$45.00
- Sanitary Service Line Inspection Permit (each inspection outside of the City) was increased to \$60.00
- Storm Service Line Inspection Permit (each inspection within the City) was increased to \$45.00
- Storm Service Line Inspection Permit (each inspection outside of the City) was increased to \$60.00
- Sewer Lateral Service Demolition/Cap off Inspection Fee (each within the City) was increased to \$45.00
- Sewer Later Service Demolition/Cap off Inspection Fee (each outside of the City) was increased to \$60.00
- Footing Drain Lateral Inspection Permit (each within the City) was increased to \$45.00
- Footing Drain Lateral Inspection Permit (each outside of the City) was increased to \$60.00
- Statement Research Fee document creation for detailed history of usage, bills, and/or payments made beyond 13 months from date of request was added for a fee of \$55

- Wording of “and/or non-payment review” and “...,non-compliance)” was added to Processing for shut-off (Administration Fee)
- Wording of “distribution ..., service valves, and curb stops was added to Penalties for Unauthorized operation of valves.
- Penalty for Unauthorized operation of distribution valves, service valves, and curb stops was increased to \$500.00
- Wording of “or meter removal” was added to Penalties for Unauthorized opening of by-pass valve

All other fees and charges are recommended to remain the same.

NNP

Cc: Joellen Thompson
Wayne Jernberg
Pamela Ritsema
Mike Lunn

TASK 30
Fees, Charges, and Penalties

Fire Protection Charges

<u>Pipe Size</u>	<u>Monthly (\$)</u>	<u>Quarterly (\$)</u>
6"	16.00	48.00
8"	28.40	85.20
10"	44.48	133.44
12"	64.00	192.00

Hydrant Use Permits

	<u>Deposit (\$)</u>	<u>Fee (\$)</u>
Weekly Pool Filling Permit.....	300.00 (Refundable)	75.00/week
Contractor Seasonal Hydrant Connection Permit.....	300.00 (Non-refundable)	75.00/week
(Winter or Summer)		
Tanker Hydrant Connection Permit.....	300.00 (Non-refundable)	25.00/week*
	*Plus metered volume-based on average retail commodity rates	
Hydrant Flow Test Fee.....		200.00

Tapping Permits

<u>Connection Size</u>	<u>Fee (\$)</u>
All sizes.....	250.00

Meter Installation and Seasonal Turn off/on Fees

<u>Meter Size (Inches)</u>	<u>Fee (\$)</u>
3/4" or smaller.....	40.00
1"	45.00
1-1/2"	55.00
2"	60.00
3"	100.00
4"	200.00
6" or larger.....	250.00

Frozen/Damaged/Missing Meter Charges

<u>Meter Size (Inches)</u>	<u>Fee (\$)</u>
3/4" or smaller.....	150.00
1"	200.00
1-1/2" ECR.....	350.00
1-1/2" Turbo	500.00
1-1/2" Omni	820.00
2" ECR	450.00
2" Turbo	575.00
2" Omni	950.00
3" Turbo.....	750.00
3" Omni	1170.00
4" Omni	2205.00
6" or larger	3530.00

Meter Fees	
	<u>Fee (\$)</u>
Final or Actual Reading.....	35.00
Meter Testing Fee: (paid by customer if meter is accurate, no charge if meter is faulty) 5/8 & 3/4"	100.00
.....	
1" up to 2" Meter.....	200.00
2" up to 3" Meter.....	300.00
3" Meter.....	400.00
Larger than 3"-6' Meter.....	Cost

Water and Sewer Rates	
Security Deposit	
Chapter 26 and 27, Grand Rapids City Code	<u>Minimum Charge(\$)</u>
Three (3) times the average quarterly bill rounded (\$165.54).....	500.00

Miscellaneous Fees and Permits	
	<u>Fee (\$)</u>
Street Opening Permit.....	30.00
Water Inspection Permit (each inspection within the City)	45.00
Water Inspection Permit (each inspection outside of the City)	60.00
Sanitary Service Line Inspection Permit (each inspection within the City)	45.00
Sanitary Service Line Inspection Permit (each inspection outside of the City)	60.00
Storm Service Line Inspection Permit (each inspection within the City)	45.00
Storm Service Line Inspection Permit (each inspection outside of the City)	60.00
Plumbing Service Re-inspection Fee	40.00
Cross Connection Re-inspection Fee	75.00
Sewer Lateral Service Demolition/Cap off Inspection Fee (each within the City)	45.00
Sewer Lateral Service Demolition/Cap off Inspection Fee (each out of the City)	60.00
Footing Drain Lateral Inspection Permit (each within the City)	45.00
Footing Drain Lateral Inspection Permit (each out of the City)	60.00

Service Fee	
	<u>Fee (\$)</u>
Customer-requested on-site service (non-scheduled appointment-customer issue only)	55.00
Turn-on/turn-off water for real-estate inspections.....	110.00
Statement Research Fee document creation for detailed history of usage, bills and/or payments made beyond 13 months from date of request.	55.00

Penalties	
	<u>Fee(\$)</u>
Late-Payment Penalty	10% of net
Processing for shut-off and/or non-payment review (Administration Fee) (non-payment, cross connection, non-compliance)	55.00
Penalty for failure to keep appointment	35.00
Penalty for each missed appointment thereafter (related to same service)	50.00
Unauthorized operation of distribution valves, service valves, and curb stops (plus double the commodity rate for estimated volume)	500.00*
Unauthorized use of connection pipes for fire protection (plus double the commodity rate for estimated volume)	100.00*
Unauthorized opening of by-pass valve or meter removal/tampering (plus double the commodity rate for estimated volume)	100.00*
Unauthorized use of a hydrant	500.00
Use of illegal connection on hydrant (including loss of connection)	500.00
Failure to return hydrant connection equipment and/or return of damaged hydrant connection equipment	500.00
Lost/non-returned hydrant wrench	50.00
Permit infractions/violations (plus double with each subsequent infraction)	100.00*
Returned check charge (verified with City Treasurer)	30.00
Unauthorized service tap of water main (fine per tap plus tapping permit fee for each tap)	500.00

***Penalties shall double with each subsequent infraction**

MEMORANDUM

CITY OF GRAND RAPIDS

DATE: September 12, 2014

TO: Geri Eye
Utility Finance Officer

FROM: Arden Postma, P.E.
Hydraulic Engineer

SUBJECT: **2014 WATER RATE STUDY- TASK #32, WATER MAIN OVERSIZING RATES**

Water main oversizing rates are established for this year as noted below:

8 inch to 12 inch	\$18.69 per lineal foot
12 inch to 16 inch	\$21.60 per lineal foot
8 inch to 16 inch	\$40.29 per lineal foot

These rates have been determined in accordance with the Water System Rules and Regulations, and are approved for use from January 1, 2015 through December 31, 2015. Background information and calculations to establish these rates are on file in the Utility Engineering, Distribution and Collection Office.

These costs will be reviewed and may be adjusted again next year. If you have any questions regarding this matter, please call me at 456-4201.

AP
Cc: Joellen Thompson
Wayne Jernberg
Rick DeVries
Mark DeClercq

MEMORANDUM

CITY OF GRAND RAPIDS

DATE: September 15, 2014

TO: Gerri Eye
Utility Financial Officer

FROM: Charles R. Schroeder, PE
Assistant Environmental Services Manager

**SUBJECT: 2014 SEWER RATE STUDY - TASK #32 – SANITARY SEWER
OVERSIZING RATES**

Sanitary Sewer Oversizing rates are established as follows:

<u>Description</u>	<u>Amount (Per lineal foot)</u>
8" to 10"	\$ 6.99
8" to 12"	\$ 12.70
8" to 15"	\$ 22.87
10" to 12"	\$ 5.71
10" to 15"	\$ 15.88
12" to 15"	\$ 10.17

These rates have been determined in accordance with the Sewage Disposal System Rules and Regulations and are approved for use from January 1, 2015 through December 31, 2015. Background information and calculations to establish these rates are on file in the Utility Engineering Distribution and Collection Division Office located at 1900 Oak Industrial Drive, NE. If you have any questions regarding this matter, please call me at extension 3690 (456-3690)

CRS/SS

srs\stask32 2014

**Water/Sewer UAB Report
September 2014**

Project Name	Contractor	Award Date	Substantial Completion Date	Final Completion Date	Water Fund Authorized NTE Amt	Sewer Fund Authorized NTE Amt	Est. Year for Rates	Integrated (Y/N)
Construction of a Parking Lot at 1900 Oak Industrial Drive	Dykema Excavators, Inc.	9/23/14	11/14/14	11/28/14	\$125,000		2015	N